



**DATE**

**CONTACT NAME**

**TITLE**

**INSTITUTION**

**MAILING ADDRESS**

**PHONE**

**EMAIL**

Dear **Name**,

As someone who has played an integral part in the social life and culture of the Caribbean, you may have given thought to how best preserve and share your archives for current and future generations. Imagine the possibilities and opportunities that providing access and additional resources to a globally connected community represents for the advancement of knowledge and the life of the mind. Together we can harness creative ideas and innovative solutions with effective educational resources that will enable learners.

The Digital Library of the Caribbean (dLOC) is a cooperative digital library that houses resources from and about the Caribbean and circum-Caribbean. dLOC currently supports more than 40 project partners and has agreements with other related providers which facilitate access to digitized versions of Caribbean cultural, historical and research materials currently held in archives, libraries, museums, religious institutions, private collections, and government institutions. dLOC provides access to scholars, students, and users around the world via the online digital library found at <http://www.dloc.com/>. We are also committed to work with primary and secondary schools (K-12 education), and university educational outreach programs to promote Caribbean Studies, digital literacy, and academic research initiatives.

dLOC is a world class educational resource. The amount of open access content available through dLOC surpasses many commercial Caribbean collections. Included in dLOC are: newspapers, official documents, ecological and economic data, maps, histories, travel accounts, literature, poetry, musical expressions, and artifacts. dLOC now provides access to over 3.2 million pages of Caribbean-related content and has registered more than 86 million page views.

The Digital Library of the Caribbean community is interested in expanding opportunities for new partners to ensure access and preservation for Caribbean research materials. Using the existing dLOC infrastructure we can help you create an online, open access archive of your Caribbean related collection. Our goal is to ensure that such collections are preserved and accessible to current and future generations. dLOC does not charge for these services, we are supported by grants, contributions, member sponsorships, and donations.

dLOC Partners also gain access to several digital tools, website builder and a platform built with specific technologies aimed at streamlining content management, discovery, and distribution for collections, documents, photographs, audio, and video. Our technologies include: advanced optical character recognition (OCR) /text conversion; zoom image technologies; a sophisticated digital library interface; and data preservation.



Additional security and redundancy for data hosted in dLOC is preserved by the Florida Digital Archive (FDA) and migrated forward as technology evolves. For more information, see our partner application guidelines.

Some of the partnership benefits include:

- Strategic project planning, training, consulting, marketing, and resource sharing.
- Content is managed by the contributing partner, ownership and accessibility are under the full control of the contributor- in other words: The content is yours- you choose whether content is made public or private.
- The digital library technology employed by dLOC is open source freeware and is maintained by multiple programmers and hardware engineers at the host institutions.
- UFDC/FIU dLOC programmers take requests for system development - what benefits a dLOC partner generally benefits the entire dLOC community.
- The dLOC platform can ingest OCLC or other MARC-based catalog records, spreadsheets, finding-guides, etc and can generate MARC-based catalog records for items entered into its systems without catalog records.
- Ability to search the collections contributed to dLOC from the partner's site. The technology is capable of displaying content under alternate pages. See the College of The Bahamas - dLOC contributions as an example: dLOC version: <http://dloc.com/icobn/all>

Sample partner page – Caribbean Community (CARICOM) Secretariat: <http://dloc.com/icaricom>

Florida International University serves as dLOC's administrative host and the University of Florida serves as dLOC's technical host. In addition, our multi-institutional collaborative model is bolstered by a shared governance structure which allows for all partner institutions to contribute to dLOC's evolution and success by having representatives serve on dLOC's executive board. dLOC's general operations are also supported in part by the generosity of individuals and institutional partners through membership. For more information, visit our [membership page](#). Feel free to contact us with any questions you may have. If you are interested in becoming a partner, please complete and submit the partner application for review by our dLOC Executive Board.

Thank you for helping us move in the right direction. Our mission and commitment is to meet the needs of the people we serve.

We look forward to your participation.

Sincerely,

Miguel Asencio  
Executive Director  
Digital Library of the Caribbean



Date of Application:

Name of Institution:

Mailing Address:

Name of Director:

Principal Contact:

Title:

Telephone:

Email:

Technical Contact:

Title:

Telephone:

Email:

**Digital Library of the Caribbean Partnership Application (Page 2 of 2)**



Description of Collection:

Director's Signature: \_\_\_\_\_

Date:

Name (please print): \_\_\_\_\_

Title:

Please print this completed form and the mail signed document to:

Digital Library of the Caribbean  
Florida International University Libraries  
11200 SW 8<sup>th</sup> Street  
GL 310B  
Miami, FL 33199

Tel: 305-348-3008  
Fax: 305-348-3408  
Email: [dloc@fiu.edu](mailto:dloc@fiu.edu)

**Digital Library of the Caribbean (dLOC)**  
**Background Information & Partnership Guidelines**  
**Revised - July 2016**



*Organizational Structure*

dLOC is comprised of educational, research, governmental and non-government institutions aligned for the purposes of facilitating efficient access to electronic collections about the Caribbean. The organization is governed by an executive board, advisory committee, and executive director. Partners have one vote in the general partnership assembly which ratifies decisions of the governing bodies. The dLOC By-Laws define the governance structure.

*Scope of Collections*

Types of materials include: archives, artifacts, books, government or official documents, journals, newspapers, numeric data, and oral histories, recorded sound and video. Collections contributed will pertain but not be limited to the sciences, arts, culture, government and civic society, history, literature, and travel.

*Conditions of Partnership:*

dLOC partnerships are open to archives, libraries, and museums; associations, organizations, and research centers; and publishers that meet the eligibility criteria as stated below. Each institution shall designate a single Institutional Representative to vote within the general partnership assembly. An Alternate partner will serve in the Institutional Representative's absence.

*Eligibility Criteria*

Institutions are eligible to join the organization based on the following criteria:

1. Availability of content and/or collections related to, about, or benefitting the Caribbean.
2. Willingness to contribute content/collections and to make these freely available to the project.
3. Willingness to designate representatives:
  - a. Institutional Representative, both to manage local participation and to vote within the general partnership assembly.
  - b. Technical Representative, to oversee deployment of digitization technologies (hardware and software).
  - c. Alternate Representative, to represent the institution in the absence of the Institutional Representative. (Some institutions find that these are one and the same person.)
4. Willingness to comply with common established standards, primarily for digitization and for copyright. An example of two established digitization imaging guidelines: Federal Agencies Digitization Guidelines Initiatives (FADGI) and the Metamorfoze Preservation Imaging Guidelines.

*Collection Management*

Each partner institution is responsible for the establishment of a collection development plan and for development of on-line information regarding the digital collection and related resources at the home institution. Individual partners also identify other information, compiled as “related links”, relevant to the digital collection.

Other partner institutions may collaborate in collection development through mutual agreement. Under such agreements, collaborating institutions may request permission of the host partner to contribute relevant materials to the collection at their own expense.

## Background Information & Partnership Guidelines Cont.



### *Copyright Clearance*

Copyright clearance and the payment of any associated fees shall be the responsibility of the contributing institution. Items must either be (a) in the public domain or, (b) if protected by copyright, accompanied by a statement of Internet distribution rights procured by the contributing institution from the copyright holder. The governing copyright laws shall be either those of the country of publication or those of the contributing institution, whichever affords the greatest protection to the copyright holder.

*Items found to be in violation of these rules will be removed from the on-line collection until the contributing institution can negotiate appropriate clearance.*

### *Ownership*

Digital resources remain the property of the contributing institution. Nothing in the partnership agreement prevents the contributing institution from simultaneously contributing its content to other digital libraries or hosting the content locally.

### *Technical Requirements*

Metadata and cataloging is the responsibility of the contributing institution. Assistance in developing metadata may be provided by dLOC through distribution of a digitization toolkit for partners. Training is also available through special arrangements with governing bodies.